

**CITY OF CINCINNATI - CITIZEN'S COMPLAINT AUTHORITY  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
City Manager's Office	Office of Municipal Investigation		98-1	Citizens Complaints and Investigation Reports including taped interviews	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-2	City Council Referrals and Reports*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-3	Correspondence - General Office Interdepartmental Memos	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-4	Correspondence - General Outside sources to OMI	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-5	Payroll records bi-weekly	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-6	Time sheets*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Office of Municipal Investigation		98-7	Vouchers*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.
City Manager's Office	Citizen's Complaint Authority		03-001	Citizens complaints and investigative reports including taped interviews and MVR tapes - video tapes	5 years	Paper	12/15/2003	Baker, Daniel L.